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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500020038-3
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 3 February 1955

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL: 25X1A

a. [REDACTED] (continued item)

(1) Supply Division Letter No. 38, setting forth details for accomplishment of the yearly inventory of quartermaster and administrative supplies and equipment (group 7), has been issued to appropriate elements for implementation.

(2) The surveillance and rehabilitation programs [REDACTED] began 1 February. The program is scheduled over a 9--12 month period to accomplish the objective.

b. Supply Training: (continued item)

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(1) [REDACTED] has reported for duty in the Supply Division and has been enrolled in the Basic Orientation Course commencing 7 February 1955 and the Operational Support Course commencing 28 February 1955.

(2) Eleven employees of the Supply Division attended the National Intelligence Orientation No. 1 on 1--2 February 1955.

(3) Two Supply Division personnel attended the TSS Item Familiarization Demonstration on 26 January 1955.

(4) An individual recently returned from the FE area and reassigned to duty in the Logistics Office was given a three day briefing and orientation in all phases of Supply Division functions.

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2. PROJECTS AND STUDIES IN PROCESS:

a. Flex-O-Print Catalog: (continued item)

No significant development to report in the changeover to the new Flex-O-Print catalog, with the exception of Group 62, "Lighting Fixtures and Lamps," which is now being typed and placed in the panels. This commodity area is expected to be completed and ready for proofing by 11 February.

b. Maintenance Parts Lists: (continued item)

(1) Proof copies for all Lists submitted to Reproduction have been approved and distribution is being made.

(2) Four new Parts Lists have been received from the Office of Communications for preparation on Flex-O-Print panels.

c. [REDACTED] (continued item)

An accumulation of approximately 6 tons (packed) of material has been processed for the next partial shipment to be effected from the [REDACTED]. It is anticipated that shipment of this material will be effected during the latter part of February. Processing of additional material for shipment is continuing.

d. Requirements Forecasts: (continued item)

(1) Requirements Forecast FY 1956 and 1957:

(a) The review of the forecasts received has been completed, and the balance of the forecasts to be key punched has been forwarded to the Machine Records Division.

(b) During the past week, a portion of the SE forecast was received and processed. Still to be received are the following forecasts: balance of SE Division, Commo section of WH, and an addition to OTR. Continued follow-up is being maintained with these offices to determine the status of submission.

e. Supply Regulations: (continued item)

(1) [REDACTED] This Handbook has been rewritten and is now being typed for submission to the Regulations Control Staff through AS/LO.

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c. Safe Files: (continued item)

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25X1A Follow-up has been made with Physical Security and Procurement Division relative to the procurement of new safe files, and there are no new developments. We presently have on hand 112 legal size safe files, and 273 on back order for cargo and non-departmental locations. Our present rate of issue, based on the period 12 January to present date, is seven per week for Headquarters use. We have a maximum supply of four months. [REDACTED], Chief, Physical Security, has stated that there are no safes available which will meet the present security standards, however, [REDACTED] has indicated that he would approve the procurement of a limited number of the Herring-Hall Marvin Safe Files. If no new information is received by 10 February 1955, action will be taken to effect a limited procurement to sustain Headquarters activities.

d. Disposition of Surplus Items: (new and completed item)

25X1C [REDACTED]

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25X1A e. [REDACTED] Mission Vehicle Inventory: (new and completed item)

25X1A The [REDACTED] Mission vehicle inventory recently received is currently being verified with records maintained at headquarters.

25X1A f. Stock Status Report, [REDACTED] (new and completed item)

(1) An analysis of the December Stock Status report reveals that considerable progress has been made in eliminating the credit balances and other errors of Family Group I, however little progress has been made for other Family Groups.

25X1A (2) [REDACTED] has been picked up on the report as [REDACTED]

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Supply Division memorandum, dated 18 October 1954, for the "Quarterly Summary of Office Objectives".

LO/SD:DWW:dmg (3 Feb. 1955)

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